

# UTAH PROGRAM IMPROVEMENT PLANNING SYSTEM (UPIPS)

## Year 3 Checklist

Done	UPIPS Step	Timeline
	Determine whether files will be reviewed through self-monitoring process or additional USOE on-site visit. If USOE on-site visit, schedule visit. If self-monitoring, determine schedule.	July, 2008
	Conduct self-monitoring of files or facilitate USOE on-site visit.	July, 2008-May, 2009
	Continue to implement PIP and CAP	July, 2008-May, 2009
	Implement planned CSPD activities	July, 2008-May, 2009
	Continue and complete file correction activities for individual file errors identified during Year 2 on-site visit	Within 1 year of receiving report
	<b>Submit evidence of individual file error corrections</b>	<b>Within 1 year of receiving report</b>
	Collect and review data to measure the effectiveness of each action step of PIP goals	July, 2008-May, 2009
	Revise the PIP, if needed, to reflect additional findings from data collection	July, 2008-May, 2009
	<b>Submit revised PIP and CAP, if needed</b>	<b>July, 2008-May, 2009</b>
	<b>Submit evidence of CAP related training completed (agendas, participant list, and training materials)</b>	<b>December 1, 2008</b>
	<b>Submit annual progress report on PIP to USOE</b>	<b>June 30, 2009</b>
	<b>Submit verification of results from completed CAPs (through either on-going internal file monitoring data or additional on-site visit) to USOE</b>	<b>June 30, 2009</b>